

Initial Contact: Prompt Sheet for Students and Practice Educators

This sheet is to assist the initial phone call contact. It can be used by both the student and the Practice Educator to ensure that important information is given/received by covering the topics below.

SAMPLE INTRODUCTION “Hi, my name is I am a 1st/2nd/3rd/4th year OT student from
.....University and am due to commence placement with your service on..... I am phoning to introduce myself and to start preparing for placement. Do you have time for me to ask a few questions?”

BACKGROUND INFORMATION

- ☐ Information re: this service / unit
 - Clinical setting – e.g. inpatient, community, residential
 - Clinical area – e.g. mental health, aged care, paed, surgical, medical, occ rehab etc
 - Patient/Client group – e.g. age, diagnosis, specific issues
 - Type of work – e.g. individual (assessment, treatment, therapy), group work, care coordination, consultancy
- ☐ Past placement experience
 - past placements undertaken
 - skills practiced / developed; identify possible transferrable skills / strengths
 - Request student send a written document summarising this if necessary
- ☐ Identify learning opportunities at this placement

PRACTICALITIES

Confirm information provided on “Placement Information Form”

- ☐ Confirm start date / end date
- ☐ Location / Address
 - where to meet on day one
 - identify if student needs to work at multiple sites during the placement
- ☐ Hours
 - general start/ finish time
 - identify any change in arrangements for day 1
 - negotiate days if placement is part time
- ☐ Dress code
 - Uniform / no uniform
 - Casual / smart casual / corporate – define using examples e.g. no jeans, collared shirt
 - Footwear requirements – define using examples
- ☐ Lunch facilities
- ☐ Transport – public transport options vs. vehicle required
- ☐ Parking – availability, location, cost

ACCOMMODATIONS

- ☐ Information/Guidance needed

INDIVIDUAL ISSUES

- ☐ Gauge preparedness – identify how student is feeling about this practice education placement
- ☐ Disclosure – is there anything the student needs to inform the supervisor of that could impact on the quality of the placement e.g., special needs, cultural issues

PREPARATION

- ☐ Identify any pre-reading requirements – identify texts, journal articles, assessment tools, email information if applicable
- ☐ Objectives – prompt preparation of students objectives for start of placement

BRING ON DAY ONE

- ☐ Student Identification
- ☐ Vaccination record
- ☐ Criminal Record Clearance